

SUMMARY OF THE ON-SITE ASSESSMENT COMMITTEE MEETING

March 1, 2000

The On-site Assessment Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, March 1, 2000, at 12:30 p.m. Eastern Standard Time (EST). Its chair, Mr. William Ingersoll of the United States Navy, led the meeting. A list of participants is given in Attachment A. *The purposes of the meeting were to discuss the NELAC assessor training courses and to review proposed changes to Chapter 3.*

INTRODUCTION

Mr. Ingersoll led the committee discussion. Mr. Ingersoll and Ms. Moore compiled the minutes of the meeting.

! Item No. 1 Committee Recommendation: NELAC Assessor Training Course

The consensus of the committee was that all attendees of the pilot NELAC Assessor Training Course scheduled for March 27-31, 2000 and April 3-7, 2000, who participate in the training sessions and successfully pass the test are considered to have met the training requirements for NELAC assessors. This would include trainers and observers. A passing score on the test is considered at least 70 percent correct answers. The test is anticipated to have total of 100 questions.

! Item No. 2 Committee Discussion: NELAC Assessor Trainer Requirements

The Committee discussed the NELAC Assessor Trainer requirements which must include that the assessor trainer take the training course and successfully pass the test before being qualified as a trainer. The exceptions to this requirement are the pilot assessor training courses for the Basic Training Course and technical discipline training courses.

! Item No. 3 Committee Discussion: Piloted Assessor Training Courses

The Committee discussed that each assessor training course must be piloted with observers participating in the course. This includes the Basic Assessor Training Course and each technical discipline assessor training course.

! Item No. 4 Chapter Revisions: 3.1 Introduction

The last paragraph discusses occupational safety and health (U.S. Department of Labor issues), and also includes a discussion of shipping operations and procedures (U.S. Department of Transportation issues). It is not clear what is the purpose of combining safety and health, and shipment of hazardous samples, wastes, and materials. Because Field Activities suggested the wording of this paragraph, they are to be contacted for clarification.

! Item No. 5 Chapter Revisions: 3.2.3 Training

Limited scope-cross training with compliance test auditors was proposed to be included in the first paragraph by Field Activities. These terms are not defined; therefore Field Activities are to be contacted for clarification.

! Item No. 6 Chapter Revisions: 3.2.3 NELAC Basic Assessor Training Course Schedule

The schedule of the Basic Course was discussed. Currently the sequence of topics and approximate time allowed for each topic is specified. The committee considered leaving the sequence and time for each topic to the discretion of the trainer. The committee did not arrive at a consensus and the item will be discussed at the next meeting.

! Item No. 7 Chapter Revisions: 3.2.3 Technical Disciplines

The fourth paragraph discusses technical discipline training. In addition to the Basic Course, each assessor must successfully complete training in at least one technical discipline recognized by NELAC. Currently NELAC recognizes eight technical disciplines.

! Item No. 8 Chapter Revisions: 3.2.3 NELAC Basic Technical Training Courses for Assessors Schedule

The schedule of the Technical Courses was discussed. Currently the sequence of topics of each technical discipline and time for each course is specified. The committee considered leaving the topics and time for each course to the discretion of the trainer. The committee did not arrive at a consensus and the item will be discussed at the next meeting.

CONCLUSION

The allotted time for the teleconference having expired, the meeting was adjourned at 2:30 p.m. EST. The next On-site Assessment Committee meeting is scheduled for March 22, 2000, at 12:30 p.m. EST.

APPENDIX A
COMMITTEE MEETING ATTENDEES
MARCH 3, 2000

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